



**Position:** Office Assistant 3

**Division:** **Department of Revenue:** Human Resources

**Location:** Tumwater, WA

**Notice:** NB00020773\*

**OPENS:** February 23, 2010

**CLOSES:** March 1, 2010

## Office Assistant 3 - Tumwater, WA

\$12.42 to \$16.03 per hour (Range 31), depending on qualifications.

### Primary Duties

In an office environment and under general supervision, this position has full responsibility for accurate and timely filing of all personnel, payroll, position, subject, and affirmative action documents. This position acts as the main receptionist for the Human Resources Division (OHR), greeting and directing customers, answering incoming telephone calls, and taking messages.

The position also provides back-up support for Human Resource Management System (HRMS) entry activities.

The incumbent provides general clerical and typing support for the Human Resources Division; maintains the Human Resources Division conference and work room, office printers and copiers; prepare OHR training rooms for department classes; and acts as back-up to the Administrative Assistant on various clerical related duties.

Position requires ability to maintain confidentiality.

### Required Qualifications

High school graduation and one year of clerical experience.

Knowledge of filing systems to establish, revise, update and/or maintain numerical and/or alphabetical filing systems.

Ability to demonstrate the following competencies:

- Communicate clearly and effectively in writing.
- Effectively express ideas and information using language that is appropriate to both the topic and the knowledge and understanding of the audience.
- Interpersonal and self-management skills that allow incumbent to work successfully in individual and group settings.
- Maintain confidentiality.
- Effectively organize multiple assignments, involving competing priorities, to produce work that is accurate, thorough, and on time.
- Effectively use technologies that are necessary to conducting the business of the organization.
- Work at a computer for extended periods of time.

- File documents in the lowest and highest drawers of file cabinets, often requiring stooping, reaching, bending, and using tools for assistance, such as a step stool.
- Lift and/or move tables weighing approximately 10 pounds.

### Desired Qualification

Knowledge of the Human Resources Management System (HRMS) is highly desirable.

### Compensation

\$12.42 to \$16.03 per hour (Range 31), depending on qualifications.

Outstanding benefits include: health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### How to Apply

#### For permanent Washington state employees

1. Go to: <http://www.careers.wa.gov/RegisterNow.htm>. You will see Steps 1 through 3 on this site. Follow **Step one – Login to Employee Self Service**. After you have logged in, **Step two – Enter your e-mail address** if you need to update or check to see if your email address is correct. Then Step three – Click on My Careers Tab. Complete these three steps before going to #2 below.
2. In the My Career Tab, click on [Apply Directly](#).
3. In the reference code field, enter NB00020773\* and click on [Start Search](#).
4. Click on the link [Office Assistant 3 \(part-time\) – Tumwater, WA](#) under the **Job Posting** column heading to view the complete announcement and apply. Click through all the tabs along the top to complete your application and a questionnaire.
5. Attach your current resume through the **Attachments** tab.
6. Submit a cover letter summarizing how your knowledge, skills and abilities meet the qualifications of this position under the **Cover Letter** tab.
7. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
8. If you would like to see the status of your application, click on [View Profile and Application History Statuses and Scores](#) under the **My Job Search and Application** column heading on the **Job Seeker Start Page for State of Washington Employees**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on [Register Now](#) under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click [Register](#). You are encouraged to build your profile in the system by

clicking [Option 1: Build Resume Profile](#) under the header **My Resume**. Returning users can log-in by clicking the [Job Seekers Login](#) button.

3. Click on [Apply Directly](#) under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020773\* and click on [Start Search](#).
5. Click on the link [Office Assistant 3 \(part-time\) – Tumwater, WA](#) under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### **Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).
- Or contact Martha Thomas, Department of Revenue Recruiter, at [MarthaT@dor.wa.gov](mailto:MarthaT@dor.wa.gov), or (360) 725-7497.

#### **Special Notes**

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.